



CSU Bakersfield

Office of Events
9001 Stockdale Highway
Bakersfield, CA 93311-1099
Telephone: 661.654.3977

Office of Events approval:
(form of a dated stamp)

University Police approval comes in the form of a letter issued to ABC

CSUB Event Alcohol Use Application

Please note: Complete and return at least 8 weeks prior to your event. Forms with signatures and all supporting documents must be turned into the Event Scheduling Office four (4) weeks prior to the event or the use of alcohol may not be guaranteed.

Title of Event: \_\_\_\_\_

Purpose of Event: How does this event fit with the goals and objectives of the University and your organization?
\_\_\_\_\_

Event Date (s): \_\_\_\_\_ Event Time (s): \_\_\_\_\_ Event Location: \_\_\_\_\_

Sponsor: \_\_\_\_\_
(Organization or Campus Department)

Event Organizer: \_\_\_\_\_
(Name/Address/Email/Phone Number)

Approved Caterer: \_\_\_\_\_
(Name/Address/Email/Phone Number)

Guests Includes (approximate #): Total Guests: \_\_\_\_\_ (# Students \_\_\_\_\_; # Faculty/Staff \_\_\_\_\_; # Guests \_\_\_\_\_) Under 21 \_\_\_\_\_

List all Activities of this Event: \_\_\_\_\_
(dinner, lecture, dance)

Approval is Requested to Serve: Beer [ ] Wine [ ] Distilled Spirits [ ]
Is there a cost to attend: Yes [ ] No [ ] Is the event open to the public: Yes [ ] No [ ]

Will alcohol be sold or given out free of charge: Sold [ ] Free [ ]
Note—A beer, wine and/or liquor license is required anytime money is solicited to cover expenses of an event where alcoholic beverages are included, either by donation or by admission charge.

List Non-Alcoholic Beverages to be served: \_\_\_\_\_

List Food Items to be served: \_\_\_\_\_
(please attach menu from the approved caterer)

What methods to deny service of alcoholic beverages to minors will be used: \_\_\_\_\_

Responsible Host(s) Assigned to this event:
By signing below, the responsible host/event organizer agrees to 1-8 on page 2:

Responsible Host Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Host Name : \_\_\_\_\_ Phone: \_\_\_\_\_

Required Signatures (Acknowledgement and Support of Event)

[ ] \_\_\_\_\_ Date: \_\_\_\_\_ Cabinet Officer\* (Hosting department) \_\_\_\_\_ Date: \_\_\_\_\_ Cabinet Officer\* (Facility)

[ ] \_\_\_\_\_ Date: \_\_\_\_\_ President or Designee \_\_\_\_\_ Date: \_\_\_\_\_ University Police Department, Chief

• ALCOHOL NOT RECOMMENDED \_\_\_\_\_

(Reason for Denial)

Denying Official's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The event organizer/responsible host identified on page 1 is any person responsible for the conduct of the event and is committed to be present during the entire period in which alcohol is consumed.

By signing on page 1, the event organizer/responsible host agrees to the following:

- 1. Abide by University, state and federal regulations regarding alcohol use and distribution;**
- 2. Ensure that a caterer approved by CSUB handles any distribution of alcohol at an open event;**
- 3. Ensure that any sale of alcohol is handled by a CSUB approved caterer. The caterer must be licensed by ABC for alcohol sales and the event must hold the appropriate liquor liability coverage;**
- 4. Ensure that the sale or distribution of alcohol to individuals under 21 years of age will not be permitted and that appropriate authorities hold oversight for this requirement;**
- 5. Provide non-alcoholic beverages to event participants and volunteers;**
- 6. Provide food to all in attendance at the event serving alcohol;**
- 7. Accept responsibility for all damages incurred during the event and provide restitution for damages;**
- 8. Responsible host must abstain from alcohol consumption for the duration of the event serving alcohol.**

Reference the California State University, Bakersfield Free Expression, The Use of University Property, and Time, Place and Manner Regulations.

### DAILY LICENSE APPLICATION/AUTHORIZATION - Non Transferable

*Instructions: Complete all items. Submit to local ABC District Office with required fee (Cashier's Check or Money Order) payable to ABC. Once license is issued, fee cannot be refunded. For a listing of ABC District Offices please visit <http://www.abc.ca.gov/distmap.html>*

*Pursuant to the authority granted by the organization named below, the undersigned hereby applies for the license(s) described below.*

LICENSE NUMBER	GEO CODE
RECEIPT NUMBER	
FEE	
\$	

1. ORGANIZATION'S NAME	CONDITIONS REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No	DIAGRAM REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No
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2. LICENSE TYPE (Check appropriate license type AND organization type)

a.  **Daily General (\$75.00)** *(Includes beer, wine and distilled spirits)*

<input type="checkbox"/> Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure	<input type="checkbox"/> Fraternal Organization in Existence Over Five Years with Regular Membership
<input type="checkbox"/> Organization Formed for Specific Charitable or Civic Purpose	<input type="checkbox"/> Religious Organization
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Vessel per Section 24045.10 B&P (\$50.00)

b.  **Special Daily Beer & Wine (\$50.00)**

<input type="checkbox"/> Charitable	<input type="checkbox"/> Fraternal	<input type="checkbox"/> Social	<input type="checkbox"/> Political	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Civic	<input type="checkbox"/> Religious	<input type="checkbox"/> Cultural	<input type="checkbox"/> Amateur Sports Organization	

c.  **Special Temporary License (\$100.00)** *(Different privileges depending on statute)*

<input type="checkbox"/> Television Station per Section 24045.2 or 24045.9 B&P	<input type="checkbox"/> Person conducting Estate Wine Sale per Section 24045.8 B&P
<input type="checkbox"/> Nonprofit Corporation per Sections 24045.4 and 24045.6 B&P	<input type="checkbox"/> Women's Educational and Charitable Organization per Section 24045.3 B&P

**Other Special Temporary Licenses, per Section** \_\_\_\_\_

License number \_\_\_\_\_ Amount \$ \_\_\_\_\_

3. EVENT TYPE

<input type="checkbox"/> Dinner	<input type="checkbox"/> Dance	<input type="checkbox"/> Wedding	<input type="checkbox"/> Lunch	<input type="checkbox"/> Picnic	<input type="checkbox"/> Barbeque	<input type="checkbox"/> Social Gathering	<input type="checkbox"/> Festival
<input type="checkbox"/> Sports Event	<input type="checkbox"/> Concert	<input type="checkbox"/> Birthday	<input type="checkbox"/> Mixer	<input type="checkbox"/> Carnival	<input type="checkbox"/> Dinner Dance	<input type="checkbox"/> Other: _____	

4. TOTAL # OF DAYS	5. ESTIMATED ATTENDANCE	6. HOURS OF ALCOHOLIC BEVERAGE SALES, SERVICE AND/OR CONSUMPTION From _____ To _____
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7. EVENT DATE(S)	8. EVENT IS OPEN TO THE PUBLIC <input type="checkbox"/> Yes <input type="checkbox"/> No
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9. EVENT LOCATION (Give facility name, if any, street number and name, and city)

10. LOCATION IS WITHIN THE CITY LIMITS <input type="checkbox"/> Yes <input type="checkbox"/> No	11. TYPE OF ENTERTAINMENT	12. SECURITY GUARDS <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many? _____
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13. AUTHORIZED REPRESENTATIVE'S NAME	14. REPRESENTATIVE'S TELEPHONE NUMBER
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15. REPRESENTATIVE'S ADDRESS

16. ORGANIZATION'S MAILING ADDRESS (If different from #15 above)

17. AUTHORIZED REPRESENTATIVE'S SIGNATURE	18. DATE SIGNED
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PROPERTY OWNER APPROVAL BY (Name), REQUIRED	PHONE NUMBER	PROPERTY OWNER SIGNATURE	DATE SIGNED
LAW ENFORCEMENT APPROVAL BY (Name), IF APPLICABLE	PHONE NUMBER	LAW ENFORCEMENT SIGNATURE	DATE SIGNED
DISTRICT OFFICE APPROVAL BY (Name)		ABC EMPLOYEE SIGNATURE	ISSUANCE DATE

The above-named organization is hereby licensed, pursuant to the California Business and Professions Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the above named location for the period authorized above.

**This license may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.**